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| **✓** | **DESCRIPTION OF ACTIVITY OR CHORE** | **DURATION** | **✓** | **DESCRIPTION OF ACTIVITY OR CHORE** | **DURATION** |
|  | Making out a grocery list |  |  | Unloading groceries |  |
|  | Cooking, preparing meals |  |  | Cleaning up just before children arrive and after children leave |  |
|  | Laundry (washing, drying, folding, putting away) |  |  | Loading dishwasher (emptying dishwasher) |  |
|  | Online research, webinars, visiting child care forums, and this blog!) |  |  | Cleaning toys, rotating toys, putting away and organizing toys |  |
|  | Record keeping, entering data into Minute Menu software, working on taxes |  |  | Baby/child proofing home |  |
|  | Parent meetings Name: Time: Subject |  |  | Office work, filing, writing emails to parents, photo copying, writing newsletters, creating and updating your website/blog |  |
|  | Cleaning finger prints off sliding glass doors/windows |  |  | Writing contracts and policies |  |

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| **✓** | **DESCRIPTION OF ACTIVITY OR CHORE** | **DURATION** | **✓** | **DESCRIPTION OF ACTIVITY OR CHORE** | **DURATION** |
|  | Talking to parents on the phone Name: Time: Subject: |  |  | Building a business website: Adding or changing content Writing Post Web theme work, photography, etc. |  |
|  | Communicating with parents via email or social media sites like Facebook, Twitter, etc. |  |  | Promoting business on Craigslist and other online classified ad websites |  |
|  | Food Program paperwork |  |  | Conducting activities for local family child care association in home |  |
|  | Reading magazines to find recipes |  |  | Workspace organizing |  |
|  | Collecting items around the home for craft projects |  |  | Planning and preparing children's activities (lesson plans, home decorations) |  |
|  | Decorating playroom for themes and special days |  |  | Putting together a daycare scrapbook or photo album |  |